



## King County

### ADMINISTRATIVE SPECIALIST III DEPARTMENT OF TRANSPORTATION/TRANSIT DIVISION

#### Sales & Customer Service Section

Hourly Salary Rate: \$17.34 – 20.97

Job Announcement No.: 03AB3640

OPEN: 09/22/03 CLOSE: 09/29/03

**WHO MAY APPLY:** This position is open to King County career service employees, executive branch regular exempt employees, current probationary employees who achieved career service status in a previous position, and term-limited temporary employees.

**WHERE TO APPLY:** Required forms and materials must be sent to: **201 South Jackson St., KSC-TR-0419 Seattle, WA 98104**, or hand delivered to **The Career and Employment Center** 201 South Jackson St Seattle, WA 98104. Application materials must be received by 4:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the locations specified above will not be processed. Contact Adrienne Bunney at (206) 684-1087 for further inquiries.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), resume, letter of interest that clearly describes how you meet or exceed each of the minimum qualifications, and response to supplemental computer survey are required.

**WORK LOCATION:** Yesler Building, Seattle, WA

**WORK SCHEDULE:** This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. The workweek is normally Monday through Friday, 8:00 a.m. to 5:00 p.m.

**PRIMARY JOB DUTIES INCLUDE:** This position will oversee coordination of the front office and provide technical and administrative support to the Supervisor and staff of Commute Trip Reduction Services. Primary job duties will include:

- Support supervisor and staff with regularly occurring work assignments, special projects, activities, and information organization and dissemination.
- Utilize desk top computer and word processing, spreadsheet, Access database, and e-mail software to create, issue, process, edit and distribute a variety of routine, technical, and project specific documents such as correspondence, agendas, schedules, reports, and inventory records.
- Gather, organize, and route quarterly CTR reports to contract jurisdictions. Update quarterly reports to the state of Washington.
- Assist with assembly and mail or delivery of promotional materials and employer surveys; assemble, mail and track final contract documents; open and distribute mail for section.
- Respond to customer inquiries by researching issue, problem, or need, and problem solve by use of records, information, inquiries or referrals to assist internal and external clientele.
- Provide administrative and clerical support duties, such as front office management, general administrative support, reception desk coverage, and organization and maintenance of supervisor or team calendar.
- Compose, draft, format, proofread, and edit documents for policies and procedures, contracts, correspondence, and other forms of written communications.
- Provide support for fiscal functions, including inventorying and purchasing of supplies, preparation of travel reimbursement forms, and tracking and resolving payroll and PeopleSoft issues.
- Schedule and organize appointments, meetings, interviews, rooms, activities or calendars; contact and coordinate guest speakers for bi-weekly staff meetings; make travel or event arrangements; arrange for office equipment rental, repair and maintenance; maintain inventory and order office supplies.
- Provide training support; register attendees and email confirmations; assemble materials; organize and

coordinate off-site training sessions.

- Organize, design and maintain administrative files, including CTR Legal files; use initiative and judgement to prioritize and handle sensitive and confidential requests and inquiries.
- Act as section liaison between building facilities and NRV section for management of pool cars; coordinate maintenance and scheduling of vehicles.
- Perform other related duties as required.

**QUALIFICATIONS:** Three years of increasingly responsible office or administrative support experience including two years of independent administrative responsibility for a group or team of professional, technical or management staff. **Substitution:** A maximum of two years of post-secondary education in business subjects, English, liberal arts or other field related to administrative support work may substitute for one year of experience. **There is no substitution** for the required one year of experience involving independent responsibility for a broad range of administrative support activities. Other qualifications include:

- Experience and proficiency with MS Office Suite products including word processing, spreadsheet, graphics, database, e-mail and scheduling software.
- Strong oral and written communication skills, including the ability to take accurate meeting minutes and produce concise meeting summaries. .
- Demonstrated skills in development and production of a wide range of written materials.
- Demonstrated ability to draft, proofread, edit, compile and finalize official and technical documents for project managers, other decision-makers and the public.
- Ability to produce work products under tight deadlines. Ability to multi-task with frequent interruptions.
- Ability to work under pressure sensitively and effectively with a diverse clientele.
- Demonstrated punctuality, dependability, and good attendance record.
- Ability to use initiative and judgement to prioritize and handle sensitive or confidential requests and inquiries.
- Ability to work independently with little oversight.
- Ability to operate and troubleshoot standard office equipment.
- Demonstrated ability to establish and maintain good working relations with coworkers, management, representatives of other agencies, elected officials and the general public.
- Experience with IBIS financial and procurement software.
- Experience with PeopleSoft payroll and time-keeping software.

**DESIRABLE QUALIFICATIONS:**

- Knowledge of Commute Trip Reduction Law and Metro Pass programs.
- Familiarity and experience with King County policies and procedures.
- Familiarity with King County administrative processes.

**SELECTION PROCESS:** Applicants meeting qualifications will be screened based upon the clarity, completeness, content, grammar and punctuation of their application materials. Select applicants may be invited to participate in a written administrative and/or computer exam. The most competitive candidates will be notified for an interview.

**UNION MEMBERSHIP:** This position is represented by I.P.F.T.E Local 17 – Administrative Support Unit. Regular union dues will be required.

**CLASS CODE:** 421418

## ADMINISTRATIVE SPECIALIST III

Job Announcement No.: 03AB3640

Complete the following Personal Computer and Application Use Survey. The information you provide on the survey will assist us in determining your computer skills, frequency of use, and your familiarity with various software applications required to perform in this position.

### Spreadsheets

Microsoft Excel	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Do Not Use <input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Opening, Saving, Closing <input type="checkbox"/> Creating/Designing Spreadsheets <input type="checkbox"/> Editing Worksheets <input type="checkbox"/> Formatting Worksheets <input type="checkbox"/> Printing Worksheets <input type="checkbox"/> Using Formulas	<input type="checkbox"/> Working With Multiple Spreadsheets <input type="checkbox"/> Writing And Using Macros <input type="checkbox"/> Creating/Using A Worksheet Database <input type="checkbox"/> Analyzing and Reporting Information <input type="checkbox"/> Creating/Formatting/Printing Charts
Other - Specify	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Do Not Use <input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Opening, Saving, Closing <input type="checkbox"/> Creating/Designing Spreadsheets <input type="checkbox"/> Editing Worksheets <input type="checkbox"/> Formatting Worksheets <input type="checkbox"/> Printing Worksheets <input type="checkbox"/> Using Formulas	<input type="checkbox"/> Working With Multiple Spreadsheets <input type="checkbox"/> Writing And Using Macros <input type="checkbox"/> Creating/Using A Worksheet Database <input type="checkbox"/> Analyzing and Reporting Information <input type="checkbox"/> Creating/Formatting/Printing Charts

## Databases

Microsoft Access	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Do Not Use <input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Opening/Closing Database <input type="checkbox"/> Viewing/Editing/Deleting Data <input type="checkbox"/> Finding And Sorting Data <input type="checkbox"/> Printing Reports <input type="checkbox"/> Calculating Totals <input type="checkbox"/> Importing/Exporting/Attaching Data	<input type="checkbox"/> Designing Databases <input type="checkbox"/> Creating/Running Queries <input type="checkbox"/> Creating Forms <input type="checkbox"/> Creating Reports <input type="checkbox"/> Creating/Using Macros <input type="checkbox"/> Creating and Printing Mailing Labels
	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
Other - Specify	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Do Not Use <input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Opening/Closing Database <input type="checkbox"/> Viewing/Editing/Deleting Data <input type="checkbox"/> Finding And Sorting Data <input type="checkbox"/> Printing Reports <input type="checkbox"/> Calculating Totals <input type="checkbox"/> Importing/Exporting/Attaching Data	<input type="checkbox"/> Designing Databases <input type="checkbox"/> Creating/Running Queries <input type="checkbox"/> Creating Forms <input type="checkbox"/> Creating Reports <input type="checkbox"/> Creating/Using Macros <input type="checkbox"/> Creating and Printing Mailing Labels

## Word Processing

Microsoft Word	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Do Not Use <input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Creating Documents <input type="checkbox"/> Saving/Closing Documents <input type="checkbox"/> Using Spell Check <input type="checkbox"/> Formatting Text <input type="checkbox"/> Printing Documents <input type="checkbox"/> Making Tables And Columns	<input type="checkbox"/> Combining Text And Graphics <input type="checkbox"/> Recording/Running Macros <input type="checkbox"/> Using Mail Merge Features <input type="checkbox"/> Linking And Embedding <input type="checkbox"/> Inserting Info From Other Sources <input type="checkbox"/> Using Indexes/Tables of Contents

**Other**

Microsoft Outlook/Email	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	<input type="checkbox"/> Daily	<input type="checkbox"/> Sending Messages	<input type="checkbox"/> Viewing Faxes
	<input checked="" type="checkbox"/> Weekly	<input type="checkbox"/> Reading Messages	<input type="checkbox"/> Creating Message Templates
	<input type="checkbox"/> Monthly	<input type="checkbox"/> Replying To Messages	<input type="checkbox"/> Working With Embedded Objects
	<input type="checkbox"/> Do Not Use	<input type="checkbox"/> Deleting Messages	<input type="checkbox"/> Finding Messages
Electronic Calendar	<input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Checking Spelling	<input type="checkbox"/> Creating Mail Groups
		<input type="checkbox"/> Attaching Files	<input type="checkbox"/> Using Folders
	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	<input type="checkbox"/> Daily	<input type="checkbox"/> Checking Schedules	
	<input type="checkbox"/> Weekly	<input type="checkbox"/> Scheduling Meetings	
Microsoft PowerPoint	<input type="checkbox"/> Monthly	<input type="checkbox"/> Booking Conference Rooms	
	<input type="checkbox"/> Do Not Use	<input type="checkbox"/> Canceling Meetings	
	<input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Rescheduling Meetings	
	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	<input type="checkbox"/> Daily	<input type="checkbox"/> Creating Presentations And Slides	<input type="checkbox"/> Formatting text
Networks/Other	<input type="checkbox"/> Weekly	<input type="checkbox"/> Opening And Saving Presentations	<input type="checkbox"/> Using Text From Other Applications
	<input type="checkbox"/> Monthly	<input type="checkbox"/> Working With Templates	<input type="checkbox"/> Drawing Objects
	<input type="checkbox"/> Do Not Use	<input type="checkbox"/> Creating/Changing Color Schemes	<input type="checkbox"/> Working With Imported Visuals
	<input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Working With Objects	<input type="checkbox"/> Creating Graphs/Charts
		<input type="checkbox"/> Using Text On Slides	<input type="checkbox"/> Creating Special Effects
	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	<input type="checkbox"/> Daily	<input type="checkbox"/> Using Windows File Manager	<input type="checkbox"/> Creating Directories/Sub-Directories
	<input type="checkbox"/> Weekly	<input type="checkbox"/> Moving Around On The Network	<input type="checkbox"/> Using DOSSHARE
	<input type="checkbox"/> Monthly	<input type="checkbox"/> Opening Shared Network Files	
	<input type="checkbox"/> Do Not Use	<input type="checkbox"/> Savings Files To The Network	
	<input type="checkbox"/> Familiar With, But Do Not Use		